TRANSFER PATHWAY GUIDE
2024-2025

Associate in Applied Science in Business Administration –
Human Resource Management Track to
Bachelor of Science in Business Administration – Human Resource Management

Overview
Completion of the following curriculum will satisfy the requirements for the Associate in Applied Science (AAS) in Business Administration – Human Resource Management Track at a Kentucky Community and Technical College System (KCTCS) institution and leads to the Bachelor of Science in Business Administration (BSBA) – Human Resource Management Major degree at Northern Kentucky University (NKU).

Applying to the KCTCS2NKU Program
Students can apply to participate in the pathway program by completing the online application on the NKU transfer webpage. Students must be enrolled in at least six credit hours at a KCTCS institution, enrolled in an associate degree program, plan to transfer to NKU, and maintain a minimum 2.0 cumulative GPA at their KCTCS institution.

Degree Requirements for KCTCS
1) Minimum cumulative GPA 2.0, 2) minimum of 25 percent of credit hours required for the degree earned at the institution awarding the degree, and 3) demonstration of digital literacy.

Admission Requirements to NKU
Students completing an associate degree with a cumulative GPA of 2.0 or higher will be accepted into NKU.

BSBA pre-majors must complete each of the six designated selective admission courses (ACC 200, ACC 201, BUS 230, ECO 100, ECO 101, and MKT 205, or approved KCTCS course equivalents) in the BSBA Business Core with a grade of C- or better and earn an overall NKU GPA of 2.50 or better <u>or</u> a minimum GPA of 2.50 in the six selective admissions courses to be admitted into any BSBA major. All transfer students must complete a minimum of 12 credit hours at NKU (in any combination of courses) in order

to establish an NKU GPA before applying for admission to the BSBA major. Students must meet pre-requisites for each course.

This major can be completed face-to-face or online. If completed fully online, courses are offered in seven-week formats. Tuition for online accelerated programs differs from face-to-face tuition. Scholarship pricing is available to KCTCS students who choose to enroll in the fully online program. Visit our website for more information about the [Business Administration – Human Resource Management Accelerated Online program.](#)

Degree Requirements for NKU
To earn a bachelor's degree at NKU, students must complete a minimum of 120 credit hours with at least 45 credit hours numbered 300 and above. In addition, at least 25% of the credit hours required for the degree and the last 30 credit hours must be completed at NKU. Students must have an overall GPA of 2.0 and meet all prerequisites for courses and requirements for the major. All students successfully completing the BSBA major in Human Resource Management automatically earn an interdisciplinary Minor in Business as part of their required course of study for the degree.

General Transfer Information
Students must complete the online application to NKU. There is no application fee for students who are transferring from a KCTCS institution.

KCTCS Scholars Award: Students who are KY residents transferring directly from a KCTCS institution with at least 36 hours from that institution and minimum GPA of 3.0, were never enrolled as a degree-seeking student at NKU, and will be enrolled in at least 12 credit hours both fall and spring semester are eligible for a limited number of $2,500 annual scholarships ($1,250 per fall and spring). Students must gain admission to NKU by June 15 for fall and November 1 for spring to be eligible for a possible scholarship. Online accelerated programs are not eligible for the KCTCS Scholars Award.

KCTCS AAS IN BUSINESS ADMINISTRATION – HUMAN RESOURCE MANAGEMENT TRACK TO NKU BSBA IN HUMAN RESOUCE MANAGEMENT CHECKLIST

Kentucky Community and Technical College System Institution

Category 1: KCTCS General Education Core Requirements

KCTCS Course	Course or Category	Credits	NKU Course	Completed
ENG 101	Writing I (WC)	3	ENG 101	
COM 181 or COM 252	Basic Public Speaking (OC) or Introduction to Interpersonal Communication (OC)	3	CMST 101 CMST 220	
TBS XXX	Arts & Humanities (AH) – Heritage or Humanities	3	TBD XXX	
ECO 201	Principles of Microeconomics (SB)	3	ECO 101	
TBS XXX	Natural Science Course (NS)	3	TBD XXX	
MAT 150	College Algebra (QR)	3	(MAT 102 or MAT 103) + MAT 100T	
	Additional Courses for General Education Certification			
TBS XXX	Natural Science Lab (SL)	1	TBD XXX	
TBS XXX	Arts & Humanities (AH) – Heritage or Humanities (not same as above)	3	TBD XXX	
ECO 202	Principles of Macroeconomics (SB)	3	ECO 100	
STA 220	Statistics (QR)	3	STA 205	
	Subtotal General Education Core Courses	**28**		

TBS XXX means to be selected by KCTCS student.
TBD XXX means to be determined by NKU based on course selected.

A grade of A or B in MAT 150 equates to MAT 103 + MAT 100T at NKU. A grade of C or D in MAT 150 equates to MAT 102 + MAT 100T.

Category 2: KCTCS AAS in Business Administration – Human Resource Management Track Requirements

KCTCS Course	Course or Category	Credits	NKU Course	Completed
ACC 201	Financial Accounting	3	ACC 200	
ACC 202	Managerial Accounting	3	ACC 201	
CIT 105 or OST 105	Introduction to Computers or Introduction to Information Systems	3	BIS 101	
ENG 102	Writing II (WC)	3	ENG 102	
BAS 160	Introduction to Business	3	BUS 101	
BAS 260	Professional Development and Protocol	2	MGT 200T	
BAS 270	Business Employability Seminar	1	BUS 201	

KCTCS Course	Course or Category	Credits	NKU Course	Completed
BAS 267	Introduction to Business Law	3	BUS 230	
BAS 282	Principles of Marketing	3	MKT 205	
BAS 283	Principles of Management	3	MGT 205	
	Human Resource Management Track			
BAS 274	Human Resource Management	3	HRM 200T	
BAS 287	Supervisory Management	3	LDR 100T	
ACT 196	Payroll Accounting	3	ACC 100T	
BAS 110 or CIT 130 or OST 240	Worksheets in Business Applications or Productivity Software or Advanced Microsoft Applications	3	BIS 101 BIS 101 INF 100T	
PSY 110 or PSY 180	General Psychology (SB) Human Relations (SB)	3	PSY 100 PSY 200	
TBS XXX	Select 3 hours (not duplicated from the core) from the Technical Electives listed in the KCTCS catalog.	3	TBD XXX	
	Subtotal AAS Requirement Courses	**45**		
	Total Associate Degree Hours	**73**		

Note: Students who do not complete suggested courses listed in the Category 1 and Category 2 tables will need additional courses at NKU to meet general education and major requirements.

Northern Kentucky University

Category 3: NKU Major Requirements for the BSBA

NKU Course	Course	Credits	KCTCS Course	Taken at KCTCS
ACC 200	Introductory Financial Accounting	3	ACC 201	x
ACC 201	Introductory Managerial Accounting	3	ACC 202	x
BIS 300	Management Information Systems	3		
BIS 380	Quantitative Analysis for Business	3		
BUS 230	Legal Environment	3	BAS 267	x
BUS 301	Business Professionalism/Career Prep	3		
BUS 330	Ethics: Managerial Decision Making	3		
ECO 100	Principles of Macroeconomics	3	ECO 202	x
ECO 101	Principles of Microeconomics	3	ECO 201	x
FIN 305	Principles of Finance	3		
MAT 114	Finite Mathematics	3	MAT 165	
MGT 300	Behavior in Organizations: Understanding Organizational Life	3		
MGT 303	Foundations of International Business	3		
MGT 305	Operations Management in Business	3	LOM 180	
MGT 490	Business Policy	3		

NKU Course	Course	Credits	KCTCS Course	Taken at KCTCS
MKT 205	Principles of Marketing	3	BAS 282	x
STA 205	Statistical Methods	3	STA 220 or (MAT 151 or STA 151 or MAT 161) + STA 251	x
	Subtotal Major Credit Hours	**51**		
	Subtotal Major Credit Hours at NKU	**30**		
	Subtotal Major Credit Hours at KCTCS	**21**		

Category 4: NKU Major Requirements for the BSBA in Human Resource Management

NKU Course	Course	Credits	KCTCS Course	Taken at KCTCS
HRM 301	Training and Employee Development	3		
HRM 302	Recruiting and Selecting Human Resources	3		
HRM 303	Employment Law	3		
HRM 304	Compensation and Benefits	3		
HRM 480	Strategic Human Resources	3		
MGT 340	Human Resource Administration	3		
Select 1: HRM 300 HRM 396 MGT 320	Select one course from the following: Introduction to Labor-Management Relations Human Resource Management Internship (1-3) Managing A Diverse Workforce	3		
	Subtotal Management Credit Hours at NKU	**21**		
	Subtotal Management Credit Hours at KCTCS	**0**		

Category 5: Additional Requirements at NKU

NKU Course	Course	Credits	KCTCS Course	Taken at KCTCS
	Subtotal Elective Hours	**0**		
	Total Baccalaureate Degree Credit Hours	**124**		